



MILITARY DIVISION, STATE OF IDAHO

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BRAD LITTLE
GOVERNOR

THE ADJUTANT GENERAL
MICHAEL J. GARSHAK

NGID-TAG

20 March 2020

MEMORANDUM FOR Idaho Military Division Employees

SUBJECT: Telework Program (IDNG-51)

References: (a) DoDI 1035.01, "Telework Policy", dated April 4, 2012.

(b) CNGBI 1101.01, "National Guard Bureau Telework Program", dated October 20, 2017.

1. **PURPOSE.** This memorandum establishes policy and assigns responsibilities for the Idaho Military Division Telework Program in accordance with (IAW) references (a) and (b).
2. **APPLICABILITY.** All full-time, telework eligible employees of the Idaho Military Division (IMD) – (IDANG, IDARNG, State Employees). Factors determining telework eligibility include the suitability of the essential functions of the job to be done remotely; suitability of the employee for telework in terms of competence, capability and reliability; and availability of necessary equipment/supplies for employee to be able to perform the essential functions of the job.
3. **APPROVAL TO TELEWORK.** Request for telework must be initiated by the employee or supervisor and endorsed through the employee's full-time chain of command to the Human Resource Office (HRO). The HRO will review all documents and verify eligibility requirements prior to routing to the approving official.
 - a. For ARNG employees the approving official is the Chief of Staff (CoS).
 - b. For ANG employees the approving official is the Director of Staff (DoS).
 - c. For State employees, the approving officials are: the CoS-ARNG; DoS-ANG; Director, Idaho Office of Emergency Management (IOEM); Director, Idaho Youth ChalleNGe Academy (IDYCA); the Adjutant General's Executive Officer (Starbase, Communications and IT Services, State Accounting, State Contracting, and State Human Resources); and the IDNG Human Resource Officer.
4. **PERFORMANCE.** Employees approved to telework must have a current, fully successful performance rating.
5. **TRAINING.** All employees who telework on a regular, recurring, situational, or ad hoc basis, must complete telework training. OPM telework training courses for supervisors/managers and employees are available at <https://www.telework.gov/training-resources/telework-training/virtual-telework-fundamentals-training-courses/>.

6. NETWORK REQUIREMENTS. Employees must meet G-6, Air Communication Flight or State IT requirements. VPN access may be limited to available simultaneous connections. Due to the limited number of connections, VPN access will be limited to those employees needing to access agency shared drives. Sites such as IPPS-A, GCSS-A, ATAAPS, GKO, AKO, DTS, MyBiz and Outlook Web Access should be accessed directly from the Internet as they do not require VPN access.

7. DOCUMENTATION. All employees who telework on a regular, recurring, situational, or ad hoc basis, must submit the following:

- a. Statement of Understanding (Attachment 1)
- b. DD Form 2946, "DoD Telework Agreement" (Attachment 2)
- c. Training certificates for both the supervisor and employee
- d. A copy of the performance expectations while teleworking

8. LENGTH OF APPROVAL. Approved telework requests will not exceed the current appraisal or rating period in which telework is requested. Each approved telework request must be renewed annually. A telework agreement may be terminated at the discretion of the supervisor or at the employee's request.

When a request to telework is denied or an agreement is terminated, written justification should be provided to the employee. The DD Form 2946 is used to terminate existing telework agreements. Supervisors must coordinate with HRO to terminate an approved telework agreement.

9. An employee will not start teleworking until they receive the official documentation back from HRO with the approving official's signature.

10. The point of contact for this policy is the Labor Relations Specialist for Federal and AGR personnel, and the State Human Recourse Manager for State employees.



MICHAEL J. GARSNAK
Major General

The Adjutant General/Commander, IDNG

2 Attachments:

- 1. Statement of Understanding
- 2. DD Form 2946 – DoD Telework Agreement

ATTACHMENT 1

STATEMENT OF UNDERSTANDING AND LIABILITY

EMPLOYEE:

1. I _____ (print name) acknowledge and agree that:

a. I have read the DoDI 1035.01, "Telework Policy", dated April 4, 2012 and CNGBI 1101.01, "National Guard Bureau Telework Program", dated October 20, 2017.

b. This program is not an entitlement and may be authorized at the discretion of my supervisor through my chain by the approving official.

c. I understand that any injury incurred during telework duty must be promptly reported to my supervisor.

Employee's Signature: _____ Date: _____

SUPERVISOR:

1. I _____ (print name) acknowledge and agree that:

a. I have read the DoDI 1035.01, "Telework Policy", dated April 4, 2012 and CNGBI 1101.01, "National Guard Bureau Telework Program", dated October 20, 2017.

b. The employee is not in a probationary status.

c. The employee's performance rating is at least fully successful.

d. The employee has completed/obtained the proper equipment and network requirements.

e. The employee has a designated safe workplace at home.

Supervisor's Signature: _____ Date: _____

Concur/Non-Concur
Group Commander/Directorate/State Program Manager

Signature: _____ Date: _____

G-6/CF/State IT Services Signature: _____ Date: _____

OCC Health/MDG Signature: _____ Date: _____

Concur/Non-Concur
Approving Official Signature: _____ Date: _____